

## First Aid Kits

Ensure the facility has adequate first-aid kits available within the facility for use in the treatment of medical incidents. . The kit should be easily transportable and located in a well-marked and easily accessible area.

Supplies in the kit should be inspected on a regular basis, supplies replenished, and the inspection should be documented. (See First Aid Kit Checklist below.) In particular, make certain the kit contains one-way microshield CPR devices, disposable gloves (protective), and does not contain oral medications. It is imperative that state employees or volunteers, while acting in their official capacity never administer or give any type of oral medication to anyone.

### FIRST AID KIT CHECKLIST

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
Location \_\_\_\_\_ Checked By \_\_\_\_\_

Ensure adequate first-aid supplies are readily available to each employee and are easily accessible in each work/activity area. Each kit must be stocked with necessary supplies for the potential of injuries in the area. *The individual administering the first aid must have training to correspond with the treatment and supplies being administered.* The kit should be inspected on a regular basis, supplies replenished, replace all supplies with lapsed expiration dates, and the inspection documented. Make certain the kit contains one-way microshield CPR devices, disposable gloves (protective), and does not contain oral medications.

It is important to inventory your first aid kit regularly to *restock* items that have been used and to replace items that have lapsed *expiration dates*. For replenishment contact the vendor used to purchase the kit or a local commercial merchant specializing in first aid products.

\* The following represents a general checklist of the "essential" items and may need to be customized to correspond with the work/activity area and the level of training of the individuals administering the first aid.

ITEMS	STATUS	COMMENTS
Adhesive Bandages		
Adhesive Tape		
Antiseptic Wipes		
CPR Microshield		
Disposable Gloves		
Elastic Bandages		
Gauze Compresses		
Scissors		
Stretch Bandages		
Tweezers		

**CODING:** P = Present at time of inspection R = Restocked at time of inspection  
X = Out of stock (notify and reorder immediately)